

## ANNEX W TRAINING AND EXERCISING

### I. SITUATION AND ASSUMPTIONS

Trained personnel are essential to the successful execution of the county EOP. Natural hazard emergencies and technological hazard emergencies, including hazardous materials, are unpredictable and occur in every county of the state. The Commonwealth and its counties can also be affected by national security incidents, ranging from terrorism to nuclear attack. Therefore, a continuous state of preparedness must be maintained. The key to this preparedness is pre-disaster training for each individual assigned an emergency or disaster responsibility.

### II. MISSION

To demonstrate assurances that every individual involved in disaster operations is adequately prepared to accomplish his/her assigned tasks.

### III. DIRECTION AND CONTROL

- A. The KyEM Training Officer is responsible for insuring that adequate training is available for KyEM personnel and local EM personnel.
- B. KyEM will, in conjunction with other units of state, federal, and local governments, provide training to those agencies with emergency management responsibilities.
- C. The County EM Director/Training Officer is responsible for insuring that all local agencies are adequately trained to carry out their disaster missions.
- D. The county needs to be aware of the hazards in the county and to reflect these hazards in the county EOP and to use an exercise program to test the effectiveness of the EOP's guidance.

### IV. CONCEPT OF OPERATIONS

Training may be available for emergency response from a variety of sources. This training will vary depending on the hazards identified for the county and the level of emergency response capability the county has. All training will involve familiarizing the participants with the National Incident Management System (NIMS).

- A. Training may be conducted in two phases.
  - 1. The first phase consists of that training required to initially prepare those agencies and organizational elements of local government with an assigned support mission in a disaster operation with the county. This training will be tested at the agency level to assure acceptable performance capabilities. A minimum of one exercise per year at the local level is needed to identify

- further training needs, determining areas for training revision and providing input for annually updating the EOP and applicable SOP's.
2. The second phase is the requirement for recurring or refresher training. The requirement may stem from turnover in personnel, as well as the generally accepted need for periodic refresher training to prepare for non-routine operations.
- B. Training will not be limited to the Preparedness Phase, but will also be conducted during all phases of an emergency, based on the need.
- C. Organization
1. Local Government
    - a. Develop overall jurisdictional emergency training policies and goals, and provide support and assistance to training and exercise programs.
    - b. Assure the conduct of necessary training by units of local government and private organization providing emergency services to the community.
    - c. Assist, encourage, and cooperate in training programs and exercises conducted by local private organizations as appropriate.
    - d. Maintain training records and assure required qualifications are documented and current.
    - e. Provide qualified individuals to attend training courses offered by state, federal, and private organizations.
    - f. Notify the appropriated state department of any training problems and request information and assistance when deemed necessary.
  2. State Government
    - a. Kentucky Emergency Management (EM)
      - 1) Serves as the lead department for emergency and disaster training matters.
      - 2) Establishes general emergency training objectives, and provides guidance and assistance to state agencies and to local governments.
      - 3) Arranges and coordinates the conduct of state-level, multi-agency training exercises.

- 4) Provides instructions for the submission of training reports and maintains data on training programs.
  - 5) Maintains liaison with federal agencies involved in Emergency Management training programs.
- D. Training is available for those emergency responders with hazardous materials responsibilities. These responders are required to attend training at the level of their hazardous materials response assignments.
1. Ky-OSH conducts workshops on state / federal OSHA regulations for hazardous materials response personnel.
  2. KyEM, in cooperation with the Ky Emergency Response Commission (KyERC), offers training courses to qualify response personnel for:
    - a. First Responder Awareness Level
    - b. First Responder Operations Level
    - c. Hazardous Materials Technician, and
    - d. On Scene Incident Commander
  3. U.S. Department of Homeland Security (DHS), or the U.S. Department of Transportation (U.S. DOT), through grants to the KyERC, provide funds for training programs for state agencies, local response personnel, and local emergency planning committees. DHS also provides training via the Emergency Management Institute, Home Study Courses and through the National Fire Academy.
  4. KyEM, in cooperation with the KyERC, sponsors training to assist LEPCs with implementation of SARA Title III emergency planning committees right-to-know programs.
  5. Local governments will offer training periodically.
  6. Many local fire departments conduct periodic haz/mat training courses to prepare members for haz/mat response.
  7. Private Industries have offered training on haz/mats that they deal with.
  8. U.S. DOT offers haz/mat training for first responders.
- E. Training is offered for other types of emergencies by a variety of organizations, including:

1. KyEM
2. State Fire Marshal's Office
3. Ky Tech Fire & Rescue Training Program
4. Office of Homeland Security
5. American Red Cross
6. National Weather Service
7. FEMA
  - a. Emergency Management Institute
  - b. National Fire Academy
  - c. Home Study Courses
8. Colleges/Universities
9. Local Governments
10. Private Industry
11. Chemical Stockpile Emergency Preparedness Program (CSEPP)

F. There are five elements of an effective exercise program. They are:

1. Orientation Seminars that are designed to allow participants to evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities under low stress.
2. Drills that are characterized by activity that tests, develops, or maintains skills in a single emergency response procedure. Drills are considered part of necessary on-going training.
3. Tabletop exercises that are used to simulate emergency situations away from the field. They are used to evaluate plans and procedures, assignments of responsibility and coordination.
4. Functional exercises that are intended to evaluate the capability of an individual function, or complex activity. These are best evaluated when the activity or function can be isolated from other emergency management activities. This involves individuals working together as a group to solve a problem or series of problems.

5. Full-scale exercises are used to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. This involves actual movement of personnel, equipment and at least five areas of the response community.
- G. A functional or full-scale exercise is required, by DHS and by Kentucky statute, in each county receiving DHS funding. The exercise must deal with a natural hazard, a technological hazard, or deal with national security. These three types of exercises are to be rotated so that a national security exercise be conducted every third year. DHS requires that a full-scale exercise be conducted at least once every four years in DHS -funded jurisdictions.
- H. A written evaluation must be done as soon as practical after an exercise has been conducted. This evaluation must identify shortcomings as well as corrective actions.
- I. All annexes of the Emergency Operations Plan must be exercised within a four-year period.
- J. The written evaluation of an exercise shall be used as a basis for the yearly update of the EOP.
- K. Critiques of actual responses to an incident will form the basis of developing training and exercise programs.

V. ADMINISTRATIVE SUPPORT

- A. Each unit of government will have to help develop its own training support staff. This staff should be developed through and in cooperation with KyEM.

VI. GUIDANCE DOCUMENTS

- A. 29 CFR 1910.120, "Hazardous Waste Operations and Emergency Response"
- B. National Fire Protection Administration Codes 471 and 472
- C. KRS Chapter 39 A to F
- D. Exercise Design Course, Guide to Emergency Management Exercises; FEMA SM-170.2
- E. Exercise Design Course, Exercise Scenarios; FEMA SM-170.3
- F. Exercise Evaluation Course; FEMA SM-G130
- G. Hazardous Materials Contingency Planning; FEMA SM-111